Uploading Documents to the City of Redmond's File Transfer Site:

Website: https://redmond.leapfile.net

1. Click on Secure Upload



Secure File Exchange

Welcome to the City of Redmond Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

Secure Upload
Send files to City of Redmond.

Secure Download

Download files sent to you by City of Redmond. Please have your download tracking code ready.

File Portal

Browse and download files. A guest account is required.

Secure Upload

Start

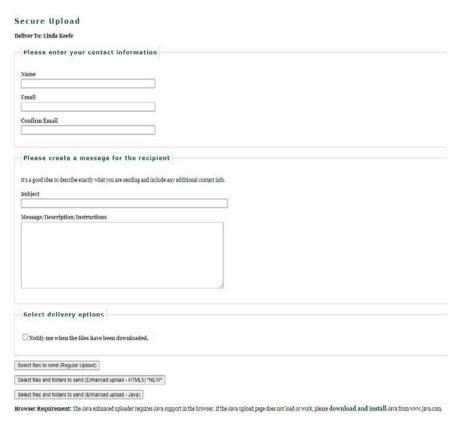
2. In the "Recipient Email" field, enter CORprivatedevelopment@redmond.gov and click "Start"



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3. Enter contact information. In the "Subject" field enter the Project name. In the"

Message/Description/Instructions" field document what is being submitted. Click on the "Select files to send (Regular Upload)" button.



4. Click on the "Choose File" button and select your file to upload.
Repeat process for all files to be submitted. Once complete, click "Upload & Send" button.
Note: zip multiple files in one folder and upload as one file.



Secure Upload

File #1	Choose File No file chosen
File #2	Choose File No file chosen
File #3	Choose File No file chosen
File #4	Choose File No file chosen
File #5	Choose File No file chosen
File #6	Choose File No file chosen
File #7	Choose File No file chosen
File #8	Choose File No file chosen
File #9	Choose File No file chosen
File #10	Choose File No file chosen

Upload & Send